**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Accidents and Allergies**

1. Childcare Services at Queen’s is committed to ensuring the safety of the children and staff attending and working in our setting. We ensure precautions are taken to prevent accidents and to minimise risks.

We comply with relevant Health and Safety Executive Northern Ireland, Environmental Health, Fire Safety Legislation and work in association with QUB Safety Services. We are also governed by QUB Health and Safety Policy <http://www.qub.ac.uk/safetyforfurtherinformation>

We conduct daily risk assessments of the premises and operational activities are reviewed annually (ref: Risk Assessment Document).

We also have 2 staff who are qualified in First Aid at Work and 16 staff who are qualified in Paediatric First Aid.

In the event of a child or staff member suffering an accident, the following procedure is followed:

The child/staff member is assessed by a Qualified First Aider.

Treatment is administered and the child/staff member is comforted

1. Recording

In the event of the accident being of a serious nature Emergency Services will be called and the injured party will be transported hospital accompanied by a member of the management team. The child’s parents/staff’s next of kin will be contacted and informed of the accident. QUB Security/Safety Services will be contacted and they may visit the site.

In the event of a minor accident the child/staff member are treated and comforted and are assessed to determine if they can engage/return to activities if able to, they will be monitored throughout the day. If it is deemed they cannot continue with the normal daily activities the appropriate people will be contacted and arrangements made to have the child/staff member sent home.

In the event of a serious accident suffered by a child that requires hospitalisation, a written account of the accident and ensuing procedures is sent to Belfast City Council, HSE NI, HSCT Early Years Team, QUB Health and Safety Services and the child’s parents.

If a staff member sustains a serious injury, a written account will be forwarded to QUB Health and Safety Service and copied to the staff member.

In the case of a minor accident sustained by a child/staff member, a written account is made in the accident book, signed by the appropriate people and, in the case of the child, delivered verbally to the parents when they collect the child.

Risk Assessments will be reviewed following an accident or Incident.